

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

July 30, 2008

5 Page Document

TITLE:	Chief Operations Officer
POSITION NO:	11010
LOCATION:	Director's Office, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY BAND:	Pay Plan 20, Pay Band 9
STARTING SALARY:	\$79,223 - \$94,527 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, August 20, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is required at time of application. Position requires significant overtime during legislative session. Working hours may frequently exceed normal eight-hour workdays and occasional travel may be required.

The names of applicants for this position are subject to public disclosure.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This senior management position provides overall leadership, vision, policy direction and control to ensure the department's goals, objectives and standards are accomplished. The Chief Operations Officer will provide Director's Office level supervision and overall guidance to four divisions: Office of Budget & Program Analysis, Business & Financial Services Division, Quality Assurance Division, and Technology Services Division. The assigned duties include developing policies; program direction; disputing resolutions; supervision;

financial; regulatory; and legislative oversight of the divisions. This position indirectly supervises 270 staff and directly supervises four Division Administrators. This position has full authority when assigned to act as Department Director in the Director's absence.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Thorough knowledge of DPHHS structure, programs, laws, rules, and regulations that govern the operation of public health programs in Montana. Extensive knowledge of strategic management practices and procedures; personnel management; public relations; the legislative process; budgeting and fiscal management practices; applied research principles; and development and implementation of broad policies based on short- and long-term planning.

Skills: Exceptional written and oral communication skills; facilitation and negotiation; delegation; work relationships; decision making; problem solving; and effectively communicating complex and controversial issues to consumers, legislators, media, public and other stakeholders.

Abilities: Executive level abilities to provide strong organizational leadership and manage professional personnel and multiple programs under significant pressure; effective communication; and consolidate a unified strategy in response to numerous issues and concerns.

EDUCATION/EXPERIENCE REQUIRED: Master's degree in public administration, business administration, or a related human service field **AND** ten years of senior-level management experience to include personnel management, fiscal management, program planning and evaluation. A combination of education and related experience may be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited*

college or university recognized by the US Department of Education are acceptable to meet education requirements). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:**

HUMAN RESOURCES, PO Box 4210, Helena MT 59604;

4. Resume required at time of application; and
5. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Chief Operations Officer
Position: #11010
Location: Director's Office, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. The response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your specific experience that qualifies you for this position - please address the following areas: management, budget, planning, public policy, and legislative involvement.